



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF TRANSPORTATION

TRANSPORTATION SUPERVISING DISTRICT SERVICES AGENT

ANNUAL \$68,528
SALARY: \$98,807

SALARY
GROUP: FS 24a

APPLICATION CLOSING
DATE: MARCH 27, 2015

EXAM
NO: 150280APMC

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Transportation this class is accountable for supervising a staff in a District Maintenance Office engaged in the investigation, issuance and inspection of highway encroachment permits, or a staff in the Office of Maintenance engaged in the completion of engineering reviews of major permit/traffic generator applications, encroachment agreements and property release concurrences.

MINIMUM QUALIFICATIONS REQUIRED

THIS **AGENCY PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF TRANSPORTATION** WHO BY **MARCH 27, 2015** HAS PERMANENT STATE STATUS*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF TRANSPORTATION**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Eight years of field work in highway construction, reconstruction, maintenance and/or drainage projects or traffic control studies.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a lead capacity responsible for significant highway construction, reconstruction, maintenance and/or drainage projects or traffic control studies. Note: For State Employees this is interpreted at or above the level of Transportation Maintenance Planner 3, Transportation General Supervisor (Maintenance) (Bridge) (Signs and Markings), Transportation District Electrical Supervisor, Transportation Engineer 2 with lead responsibilities, Transportation Maintenance Planner 2 with lead responsibilities or Transportation District Services Agent 2.

SUBSTITUTION ALLOWED: College training in engineering may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's degree.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the principles and practices of highway engineering as applied to construction, reconstruction, maintenance and survey; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable interpersonal skills; oral and written communication skills; considerable ability to analyze engineering plans and specifications; ability to utilize computer software; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by March 27, 2015. Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). **If faxing materials, keep a copy of your completed application form and exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by May 18, 2015. A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Department of Transportation.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

7166

March 12, 2015

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.

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